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Meeting Minutes 12/06/2005

APPROVED

**TOWN OF ARLINGTON
 MINUTES
 REGULAR MEETING
 PERMANENT TOWN BUILDING COMMITTEE
 TUESDAY, DECEMBER 6, 2005**

PRESENT: William Shea, Vice Chair Mark Miano
 Robert Addelson Martin Thrope

ABSENT: John Cole, Chair Charles Stretton
 Thomas Caccavaro Brian Sullivan
 Robert Juusola

PARTICIPANTS: Greg Carrell, The Carrell Group
 John Chicarello, Dallin School
 Carl Franceschi, DRA
 Chief McEwen, Arlington Fire Department
 Steve Rusteika, PMA
 Wallis Raemer, Dallin School

CALL TO ORDER: 7:30 p.m.

Please note the absence of a quorum.

PARK AVENUE FIRE STATION

- Mr. Shea reported that the Selectmen voted to support the one bay fire station design, staying within the appropriated budget, yet maintaining the quality of the project.
- Mr. Carrell asked if this was the directive to move forward with the one bay and fitness room design, while maintaining as much of the basement space as possible. He also requested confirmation that the budget total is \$2.3 million.
- Mr. Shea confirmed that the total project cost is \$2.52 million: \$2.3 million + \$220,000.
- Mr. Carrell requested confirmation that the \$2.5 million includes funds previously paid to him. Mr. Shea said yes, that \$95,000 previously paid to the Carrell Group be subtracted from the \$2.5 million.
- Chief McEwen added that there is an additional \$30,000 federal grant for the diesel exhaust system
- Mr. Thrope asked if it was possible to build the station in such a way that a meeting room may be added later. Chief McEwen stated that the meeting room would most likely go into one of the other two stations.
- Mr. Carrell stated that he gave the contract amendment with Mr. Shea, which will be discussed at a future date.

DALLIN SCHOOL UPDATE

- Mr. Rusteika gave an update on the Dallin School. Some punch list items still remain: some painting, HVAC units, acoustical panels on the walls and ceiling. A job meeting is scheduled for tomorrow. Mr. Franceschi reported that the sub-completion certificate should be issued on Friday. The building inspector is coming on Friday. He plans to have affidavits on Friday and feels that there are no major items outstanding to hold up sub-completion.

- Mr. Addelson inquired about phone service. Mr. Franceschi will look into that. Mr. Miano stated that the phone line for the elevator is on. Mr. Addelson reported that Steve Mazzola is ready to upload the software – the infrastructure is in place and he is waiting for the phone lines.
- Mr. Rusteika went over the delivery schedule and reported that all deliveries are going as scheduled.
- Mr. Shea requested that he would like to meet with the heating and ventilation people before they go ahead.
- Mr. Addelson reported that the library books are scheduled to arrive on 12/16 and 12/17, desks and chairs will be delivered with metal (not nylon) glides and boots. Ms. Nancy Lohrer spoke to the company that sold the chairs and they will replace the chairs with nylon glides in the future. Mr. Addelson requested that final cleaning be done prior to the teachers moving in, as they would not want their rooms torn apart after settling in.
- Mr. Addelson reported that Marisa Somers is taking digital photos of the music room floor, which was scratched during delivery of some of the larger pieces. Castagna may have to strip and re-wax the floor, unless the tile is actually scratched. Then the tiles will be replaced. Mr. Shea stated that if replacement tile is necessary, it must be done prior to the students' arrival.
- Castagna would like to do the final cleaning on the 12/17 evening, after the teachers move in on 12/16 and 12/17.
- Mr. Miano asked what the status is of the broken glass pane in the kitchen area. Mr. Rice does not think the Board of Health will approve. Mr. Miano stated that the broken glass serves as a germ guard on the steam table and should be addressed immediately.
- Mr. Franceschi presented change order requests and a report from the Massachusetts Office on Disability, both of which will be discussed when there is a quorum. He also reported that the punch list is almost complete for the first floor. Mr. Shea stated that he wants to ensure the punch list items get finished up and do not remain unfinished for an extended period of time.
- Mr. Addelson gave Mr. Nigro utility bills for last month from NStar for approximately \$5,000 - \$6,000 for August through October. He still has not received the gas bill. Castagna has been paying the utility bills. Mr. Addelson reminded the committee to consider any utility bills outstanding when the subject of retainage comes up.
- Mr. Franceschi briefly gave an update on the status of the report from the Massachusetts Office on Disability: (note: Item 4 not discussed).
- Item #1: The electrical engineer stated that the visual strobe lights are not required, and that the Massachusetts Office on Disability does not have the authority to enforce this.
- Items #2 and 3: The adjacent park property stair and retaining wall need to be addressed. A ramp is an option.
- Items #5 and 6: Mr. Franceschi agrees with are the report in regard to coat hook height and the signage on the doors. Both items are now on the punch list
- Item #7 – Cafetorium tables have attached chairs that prevent wheelchair access. Mr. Addelson will address this with Nancy Lohrer.
- The MOD has requested a written response by January 6, 2006.
- The accessibility to the adjacent playground may be the most difficult item to resolve. Mr. Franceschi stated it might make sense to put a chain across the driveway. Each town varies as to who has jurisdiction over playgrounds next to schools: i.e. the School Department, Department of Public Works, Recreation Department, etc. It was decided to continue discussion of this issue at the next meeting.
- Mr. Franceschi will discuss this report with the building inspector on Friday, but he does not believe it will hold up an occupancy permit. He also inquired as to having testing done by acoustical engineers to ensure that the classrooms meet the acoustical requirements, but Mr. Shea said that he did not feel that was necessary.
- Ms. Raemer thanked the committee for allowing the teachers to visit the school. Feedback has been extremely positive. She also asked for confirmation of the final cleaning date and for the Dallin telephone numbers, so that she can include them in a letter to parents.
- Mr. Addelson confirmed the cleaning date is December 18, yet Mr. Franceschi stated that his experience has been that often the custodial staff needs to do another clean sweep after the contractor's cleaning staff.
- Mr. Miano inquired as to why a set of doors near the custodial room has only one, instead of two, door handles. Mr. Franceschi said that it may be a handicap/accessibility issue, and that he will look into that tomorrow.
- Mr. Shea stated that he would read the meters while at the Dallin School tomorrow.

PMA STAFFING

- Mr. Rusteika reported that he spoke to Mr. Cole regarding staffing at the Dallin site and that they agreed to discuss a reduction in staffing and to amend the contract to continue through part of January.
- Mr. Shea agreed with reducing staff during December, but requested that Mr. Nigro and/or Ms. Somers still attend meetings and continue as points of contact.
- Mr. Rusteika suggested reducing Mr. Nigro to eight hours/week and Ms. Somers to sixteen hours/week.
- Mr. Addelson stated that it is reassuring to him to have someone on site bringing continuity to the project and to act as a liaison between himself and Castagna.
- Mr. Rusteika reminded the committee that the original plan was for this assignment to end in September, but due to the delay in substantial completion, PMA has had to make changes to other scheduling requirements.
- Mr. Shea asked if it was possible to have Ms. Somers at the Dallin site two days/week, but Mr. Addelson would prefer if she could be on site a few hours of each day.
- Mr. Rusteika submitted a letter dated 12/5/05 requesting an amendment to the original contract to allow for additional compensation to cover the extended time period of the project.

- Mr. Shea stated that this could not be voted on tonight due to the absence of a quorum.
- Mr. Raemer requested that Ms. Somers be on site on December 19 and 20 to assist the new custodian during the move-in days.

NEXT MEETING

The next meeting is scheduled for December 20, 2005 at 7:30 p.m.

The meeting was adjourned at 8:45 p.m.

Respectfully submitted,

Vicki Good